

# VACANCY ANNOUNCEMENT

Embassy of the United States of America  
Freetown, Sierra Leone

VACANCY No: 014-2015

OPEN TO: All Interested Candidates/ All Sources

POSITION: Human Resources Assistant, FSN-08/FP-06

OPENING DATE: March 24, 2015

CLOSING DATE: April 8, 2015

WORK HOURS: Full-time; 40 hours/ week

SALARY: \*Ordinary Resident (OR)  
(Position Grade FSN-08)

\*Not-Ordinarily Resident (NOR)  
(Position Grade FP-06)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION**

The United States Embassy in Freetown is seeking an individual within or outside the Mission for the position of Human Resources Assistant. The position is located in the Management Section and reports to the Human Resources Specialist.

## **BASIC FUNCTION OF POSITION:**

Under the direction of the Human Resources Specialist, performs a variety of human resources, administrative, clerical and data management duties connected with the recruitment, examination and processing of incoming Americans and Locally Employed Staff including the processing of personnel actions, Social Security Retirement Data, Performance Management, Awards, maintenance of position control records and personnel files for Mission staff and leave records. Will perform Co-Travel Arranger duties in support of travel including drafting diplomatic notes, e-country clearance, arranging visas for official travel to other countries.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Also, please see appendix C below

## QUALIFICATIONS REQUIRED

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

- 1. Education:** Completion of secondary school and diploma in Business Administration or Linguistics is required.
- 2. Experience:** Three years experience in the Human Resources or Administrative field required.
- 3. English Ability:** Level 3 English language ability (good working knowledge) of written and spoken English is required. Level 3 Krio. English Level will be tested.
- 4. Other Criteria:** Good working knowledge of 3 FAM and 3 FAH human resources management regulations and procedures of STATE and associated agencies. Knowledge of Standardized Regulations (Government Civilians, Foreign Areas). Thorough knowledge of LE Staff Merit Based Performance Policy. Knowledge of WIN-T&A handbook. Knowledge of Local Social Security Trust Fund, employee benefits, data reporting and records management. Knowledge of Foreign Ministry diplomatic relations and privileges
- 5. Other Skills:** Ability to accurately type a minimum 40 words per minute. This will be tested. Ability to operate computer programs on human resource functions. Knowledge of excel and other programs used to manage data. Ability to multi-task; must have excellent interpersonal skills as one must work with Foreign Ministry officials, U.S. Citizen personnel and VIP visitors. Ability to draft simple correspondence. Good listening, interviewing and counseling skills. Ability to prioritize and work in high stress office.

### SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Report are not eligible to apply.

4. Currently employed U.S. Citizen EFMs who hold Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

**TO APPLY:**

Interested applicants for this position must submit the following or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); available on the internet at [http://freetown.usembassy.gov/job\\_opportunities.html](http://freetown.usembassy.gov/job_opportunities.html) OR
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; or a Curriculum Vitae PLUS
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above

**SUBMIT APPLICATION TO:**

The Human Resources Section  
(Application for Human Resources Assistant)  
Embassy of the United States of America  
Southridge, Hill Station  
Freetown  
FAX: 076/022-515-075

**POINT OF CONTACT:**

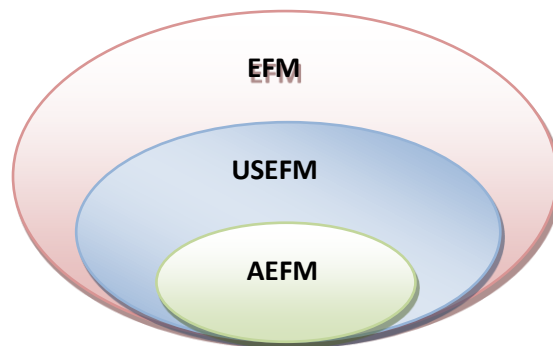
Human Resources Section: 076-515-000

## CLOSING DATE FOR THIS POSITION: April 8, 2015

The U.S. Mission in Freetown, Sierra Leone provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

### APPENDIX A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
  - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or

- of the spouse, when such parent is at least 51 percent dependent on the employee for support;
  - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
- U.S. Citizen; and,
  - EFM (see above) at least 18 years old; and,
  - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
    - 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
    - 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
- Is a U.S. citizen; and
  - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
    - Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
    - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
    - Does not receive a Foreign Service or Civil Service annuity
4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
- Not an EFM; and,
  - Not on the travel orders of the sponsoring employee; and

- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and
- Does not ordinarily reside (OR, see below) in the host country; and
- Is not subject to host country employment and tax laws; and
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and
- Has legal, permanent resident status within the host country; and
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## APPENDIX B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

### **Failure to do so will result in an incomplete application**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

## APPENDIX C

### **COMPLETE JOB DESCRIPTION – Human Resources Assistant**

Under the direction of the Human Resources Specialist, performs a variety of human resources, administrative, clerical and data management duties connected with the recruitment, examination and processing of incoming Americans and Locally Employed Staff including the processing of personnel actions, Social Security Retirement Data, Performance Management, Awards, maintenance of position control records and personnel files for Mission staff and leave records. Will perform Co-Travel Arranger duties in support of travel including drafting diplomatic notes, e-country clearance, arranging visas for official travel to other countries.

#### Administrative:

Working closely with Supervisor, adheres to the recruitment and hiring process of the Embassy, including the posting of vacancy announcements, receiving applications, reviewing and screening/ scoring them for completeness, eligibility, and qualifications. Performs first shortlist or ranking in accordance with recruitment procedures and forward to supervisor for final screening. Where necessary, conducts pre-employment tests. On selection of a candidate, ensures that all pre-employment requirements are met by arranging medical examinations and security checks; sends out notifications to those candidates not selected. Initiates the Human Resource personnel file for each new employee, that all the forms are complete and into the electronic database to commence employee into the payroll system. Ensures database is kept up to date on a weekly basis. Prepares electronic requests for goods and/or services needed by the Human Resources office.

Reviews medical insurance reimbursement bills for correctness; brings any discrepancy to the attention of the Human Resources Specialist or Officer, resolves discrepancies and provides explanations to employees on any discrepancies. Verifies that employees' insurance deductions are correct; prepares medical bill ; disseminates to employees, and submits summary of bills to Supervisor for further action.

Arranges Travel Insurance coverage for Mission staff that has been scheduled for official travel outside of Sierra Leone, and advises Budget and Procurement offices of travel insurance costs. Prepares Continuation of Service Certification for employees scheduled to attend training at the Foreign Service (FSI) or elsewhere on U.S. Government funds. Prepares Management Notices as directed; maintaining an accurate numbering system and separate binders for administrative purpose. Maintains Post Overseas Personnel System (OPS) of Mission staff and positions records. Serves as back up Reviewer of staffing pattern ensuring that all data entry is accurate and updated to account for all Post positions. Ensures that all agencies under Chief of Mission (COM) are updated on all data pertaining to the compensation plan.



Works collaboratively with the Human Resource Team on the Mission Awards Program. Ensures that Foreign Affairs Manual (FAM) regulations, and Mission policies are adhered on all nominations/recipients, both Direct Hire Employees and Locally Employed Staff. Ensures that Department of State Annual Awards are published, that all nominations are received and disseminated to the Post's Awards Committee Members, coordinates and is available to the committee to address questions on the selection process. Develops and maintains an accurate awards tracking system electronically; coordinates the Post Awards Ceremony, including the ordering of needed supplies and services. Compiles, disseminates and inputs relevant information of all recipients of awards, including the timely processing of relevant paperwork.

Locally Employed Staff Performance Management: 20%

In line with the Human Resources Team, ensures that the complete LE Staff Performance Evaluation Policies are distributed and clearly communicated to all Mission employees. Provides training or participates in advisory services on the Employee Performance Report process. Provides training, technical information and guidance to management and supervisors on Employee Performance Procedures.

Using the Employee Performance Reports Tracker Template, follows up on internal controls to make sure Work and Development Plans (WDPs) are submitted by the Rater within 30 calendar days of the new rating period. Informs Raters and employees in writing of upcoming Interim, Probationary, and/or Regular Employee Performance Reports (EPR) eight weeks before the due date, keeping an updated spreadsheet of the notified dates, due dates and received dates of all Employee Performance Reports.

Reviews completed Employee Performance Reports to make sure there are no inadmissible comments and oversee removal of inadmissible comments if necessary. Refers unsatisfactory ratings to the Human Resources Specialist or the Management Officer for review and direction on appropriate action. After approval of the supervisor, prepares and distributes to the Executive Office those names and the divisions which they are employed of all late Work Development Plans(WDPs) and Employee Performance Reports(EPRs), including the names of staff members responsible for the late WDP/EPR.

The incumbent will process personnel actions pertaining to Within Grade or promotion, extension (including following up with supervisors for extension certification), changes in number of dependents, name changes, new contracts, personnel actions for employees completing 10 years on Personal Service Agreement (PSA) employment and/or other personnel actions as are necessary.

Maintains and safeguards employee's personnel files that contain confidential and documents pertaining to the employees employment performance.

Payroll and Social Security Retirement Data Management: 20%

Serves as back up Chief Time Keeper, assisting with facilitating Time and Attendance recording by sub-time keepers. Personally inputs Time and Attendance record for the Management staff. Assists with reviewing Time and Attendance data inputted by sub-time keepers for correctness. Alerts the Chief Time keeper to all data that are ready for transmission. Assists with preparation of the Local Social Security and Insurance Trust (NASSIT) Retirement Contribution Schedule database to ensure accurate recording and transmission to NASSIT and timely credit of checks to employees NASSIT accounts.

American Orientation and Travel: 20%

Provides arrival and departure materials to American employees. In keeping with host Government laws, assists newly arrived American Employees in completing forms for Foreign Office certification, identification cards, driver's licenses, extension of host government visas, and drafts accompanying diplomatic notes or letters for the aforementioned.

Arranges for visas, cross-border documents and other entry or departure formalities including landing permits to meet deadlines for arrival and departures. Drafts travel related correspondences as necessary. Arranges for passport updates and visas for personnel wishing to travel to other countries.

Other: 10%

Assists with any special project and clerical support duties as directed by supervisor, and provides back up to Human Resources (HR) Specialist and other Human Resources (HR) staff in their absence. In this regard must continuously study and know FAM regulations, Mission Policies and the Employee Handbook to accurately assist all Mission staff.

**\*\*Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**